How Can I Get a Copy of Another Person's Certificate?

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What You Must Do Before You Can Send Encrypted E-mail in Outlook

Before you can send someone an encrypted message in Microsoft Outlook®, you need a copy of their certificate. The easiest way to do this is to have that person send you a digitally signed message. When you receive it, open it, right-click the sender's name in the **To** box, and click **Add to Contacts** on the shortcut menu. When you send encrypted e-mail to the person, be sure you choose the address for them that's in your **Contacts** folder. This is the address that has the certificate you need.

If you need to, you can get a copy of another person's certificate from the database of the certificate issuer. For example, the certification authority Verisign has a database containing all the certificates Verisign has issued. On Verisign's Web site, you can query the database by e-mail name to download a copy of the certificate of any Verisign certificate user.

To download a certificate from a certificate authority database

1.   Using a Web browser, connect to the Web site of the certification authority that issued the certificate.

2.   Follow the instructions on the Web site to query the database and download the certificate as a file to your computer.

3.   If you don't have an Outlook contact for the person, you must create one. Then, open the contact and click the **Certificates** tab.

4.   Click **Import** to import the certificate from the location you saved it to in step 2.